



*Tennessee Government
Management Institute*

*State of Tennessee
Department of Personnel*

Overview

The Tennessee Government Management Institute (TGMI) was created for mid-managers with supervisory responsibilities in state government. Each year, in two intensive weeks over a two-month period, TGMI provides thirty of state government's mid-managers the opportunity to broaden their perspectives of management responsibility, leadership principles and practices.

Our rapidly changing environment demands state government perform at levels that strain its resources and forces managers to develop and strengthen skills and mind sets. TGMI provides a safe and stimulating learning environment where state managers can grapple with changing requirements and learn ways to lead and manage their organizations and employees more effectively. The program is intense and requires effort, yet is meaningful and enjoyable.

The goal of TGMI is to build partnerships among the departments of state government and acquire advanced knowledge and skills at an operational level.

Partnerships

The Department of Personnel, in partnership with the University of Tennessee, Institute for Public Service, coordinates and manages the Tennessee Government Management Institute. A variety of university faculty, private consultants, and consulting firms with local and national training experience lead the sessions at TGMI. Special guest speakers include local leaders selected from university resources, Tennessee State Government Executives and Managers.

Tennessee Leadership



A Strategic Advantage

"My participation in TGMI has been the most positive experience I have had in state government. Networking with managers across state agencies has given me a greater understanding of how state government as a whole operates."

**-Cindy Murdock-Elliott
Human Services**

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Agenda

The Tennessee Government Management Institute is made up of two one-week sessions held over a two-month period.

During the first week of TGMI, class members participate in a variety of sessions such as ethics, legal issues, negotiation, organizational culture, customer value, and management verses leadership. Participants learn through leadership assessments, case studies, simulations and other practical applications.

During the second week participants take part in group projects, team building, and experiential activities in a state park setting. One of the highlights of week two is Government Operations Day where representatives from the state's service agencies spend the day with the class and share information regarding services, policies and procedures. Additional topics covered during week two include an outdoor team building day, a variety of self management techniques, preparation and presentation of a small group project, and review of the required reading.

Participants learn from their self-directed experiences as well as from exceptional instructors and University of Tennessee faculty members.

Finally, the TGMI experience enables participants to transfer classroom concepts to workplace practices. During the two-week institute, participants are encouraged to identify how they can transfer the knowledge and skills obtained to their jobs.

"Personally, the two weeks at TGMI redefined me as a state employee and as a manager. I've recommitted myself to serving the citizens of this great State to the best of my ability."

*-Connie Gibson
Treasury*

Schedule

TGMI is made up of two one-week sessions held in June and July. Participants are expected to attend all sessions.

Each week begins on Sunday evening with dinner and networking opportunities. The workday normally begins at approximately 8:00 a.m. The agenda for each day is varied and includes interactive sessions, luncheon speakers, simulations, role-plays, experiential sessions and tours. Evenings are reserved for group work, networking and social activities.

Participants are required to complete several group projects in which they apply the principles introduced in the classroom to the workplace.

Teaching, learning and the interchange of ideas do not happen only in the classroom. Time is scheduled for working together and sharing ideas in and out of class. Participation in all activities is critical to the successful completion of the program.

Tuition

Tuition for the Tennessee Government Management Institute is billed to participating agencies by journal voucher.

Participants are responsible for housing, food, and transportation costs and are reimbursed by the sponsoring department or agency in accordance with the State of Tennessee Comprehensive Travel Regulations.

Tennessee Leadership



A Strategic Advantage

"The time and money spent on the 2002 TGMI experience was worth it. I have come back as a much more enthusiastic, better-prepared THDA employee."

*-Debbie Reeves
Tennessee Housing
Development Agency*

"TGMI came to me at a very important time in my life, even though I didn't realize it at the time. It has been the best experience in my nineteen years of government service."

-Chuck Holland
Finance & Administration

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Sponsorship

TGMI requires participants be sponsored by their department or agency. Involvement in TGMI is a full-time work assignment. No other work responsibilities should be assigned during the two weeks of the Institute.

The sponsoring department or agency will pay full tuition, housing, meals, and transportation costs.

By investing in the participant, the department or agency is affirming its confidence in the employee and his or her future contributions to state government.

Selection

The Tennessee Government Management Institute is designed for mid-managers with direct supervisory responsibility. The audience consists of assistant director, associate warden, program manager, and assistant superintendent level employees from all departments and agencies.

The Commissioner of Personnel initiates the selection process with a memorandum to all appointing authorities announcing the class dates, nomination guidelines, selection criteria, application deadline and tuition fees.

Commissioners and agency heads nominate employees for admission to the Institute and initiate the completion of a three-part application. Part I is completed by the nominee and covers information regarding work experience, educational background and leadership approaches. Part II is completed by the head of the sponsoring department or agency and includes his or her assessment of the

nominee's capabilities and potential. Part III is a participant expectations and commitment agreement. The nominee and their supervisor should review the agreement and acknowledge their understanding and endorsement of its contents.

The selection committee is chaired by the Commissioner of Personnel, and composed of two cabinet level representatives and two TGMI alumni. Selection to attend the Institute is based on the nominee's job position, level of responsibility, current/potential leadership ability in state government, the completion of two state sponsored management courses through the Leadership Development Initiative Phase 1, and agency recommendation.

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A Strategic Advantage

"By meeting and interacting with people in different departments, TGMI gave me a perspective of how my division fits into the scheme of the entire state. It was a very rewarding experience."

**-Hal Jones
Revenue**

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